

CITY CLERK

Department Purpose and Description

The Office of the City Clerk is primarily responsible for accurately recording City Council and Redevelopment Agency proceedings; processing, updating and safeguarding documents vital to the City's legislative process; providing research, information and support to the City Council, City staff, and the general public; maintaining the citywide records management and document imaging programs; and administering open and free elections in accordance with statutory requirements.

Major Accomplishments – FY 2002

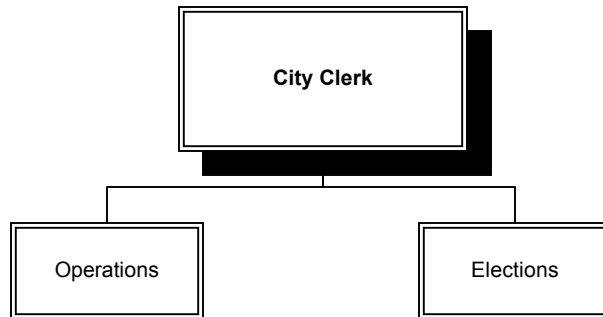
During fiscal year 2002, the City Clerk's Office improved service delivery and achieved significant cost savings by moving 3,000 cartons of historic records from public storage to the new Public Works Center records storage center. The move is also expected to result in retrieval that is more rapid. The City Clerk's Office also successfully administered the March 5, 2002 primary election, with three candidates for Mayor and six candidates for City Council. Finally, the Municipal Code was updated, newly formatted, and published during this fiscal year.

Major Goals and Challenges – FY 2003

- Conduct customer service survey to ensure customers are receiving information in a timely, courteous and professional manner.
- Conduct workshops in records management, public records accounting, and the agenda process.
- Continue to expediently process resolutions, ordinances, contracts, development agreements and recorded documents; review and re-categorize active records in the City Clerk's Office; and transfer inactive records to the Public Works Center records storage center.
- Continue to expand the department's document imaging program to include Community Development, Parks & Recreation, and the City Attorney.

CITY CLERK

ORGANIZATION CHART



CITY CLERK 03000

EXPENDITURES

	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 ADOPTED
Personnel Services	420,154	521,500	547,420
Supplies and Services	93,837	141,061	109,892
Capital	3,137	8,000	0
EXPENDITURE TOTALS	\$517,128	\$670,561	\$657,312

Expenditures by Division

DIVISION	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 ADOPTED
03100 Operations	472,037	602,062	621,413
03200 Elections	45,091	68,499	35,899
EXPENDITURE TOTALS	\$517,128	\$670,561	\$657,312

REVENUES

	FY 2001 ACTUAL	FY 2002 PROJECTED	FY 2003 ESTIMATED
Charges for Services	322	1,084	1,000
Other Revenue	27,741	9,509	7,376
REVENUE TOTALS	\$28,063	\$10,593	\$8,376

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AUTHORIZED POSITIONS

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
City Clerk	1	1	1	1	1
Assistant City Clerk	0	0	1	1	1
Deputy City Clerk	1	2	1	1	1
Records Manager	0	1	1	1	1
Administrative Secretary	1	1	1	1	1
Records Technician	0	2	2	2	2
Administrative Office Assistant III	0.5	0.5	0.5	0	0
Senior Office Specialist	0	0	0	0.5	0.5
<i>Total Permanent FTE's</i>	3.5	7.5	7.5	7.5	7.5
<i>Total Hourly FTE's</i>	0	0	0.2	0	0
<i>Total FTE's</i>	3.5	7.5	7.7	7.5	7.5

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MISSION STATEMENT • GOALS • OBJECTIVES AND MEASURES

MISSION STATEMENT: The City Clerk's Office is committed to accurately recording and preserving the actions of the legislative bodies; safeguarding vital, historic and permanent records of the City; providing information and support to the City Council, City staff, and the general public in a timely, courteous and fiscally responsible manner; and administering open and free elections in accordance with statutory requirements.

GOAL: Establish and monitor a comprehensive records management program to ensure access to and preservation of vital, historic and permanent records, to provide for the safe and efficient storage of active and inactive records, and to ensure proper destruction of obsolete records.

Objective: *Review and reorganize active records in City Clerk's vault.*

Annual Measure	FY00 ACT.	FY01 ACT.	FY02 EST.	FY03 PROJ.
# of files reviewed & re-categorized	1,082	1,200	3,000	3,500

Objective: *Image vital, historic and permanent records.*

Annual Measure	FY00 ACT.	FY01 ACT.	FY02 EST.	FY03 PROJ.
# of pages imaged	59,431	70,000	80,000	80,000

Objective: *Transfer infrequently accessed records to secure off-site storage.*

Annual Measure	FY00 ACT.	FY01 ACT.	FY02 EST.	FY03 PROJ.
# cartons indexed & transferred	1,753	1,000	4,500	1,000
# cartons retrieved for City depts.	250	350	500	400

Objective: *Destroy records that are obsolete, are no longer required in the ordinary course of business, and that have met their required retention requirements.*

Annual Measure	FY00 ACT.	FY01 ACT.	FY02 EST.	FY03 PROJ.
# cartons of records destroyed	201	200	200	200

Objective: *Provide timely and convenient access to the City's records to the City Council, City staff and the general public.*

Annual Measure	FY00 ACT.	FY01 ACT.	FY02 EST.	FY03 PROJ.
Number of files requested	378	400	400	400
# of research requests by Council/staff	1,400	850	850	800
# of research requests by public	104	150	150	150

GOAL: **Comply with requirements of the Maddy Act, Political Reform Act, and Conflict of Interest Code in a timely and efficient manner.**

Objective: *Post annual term expirations of members of City boards and commissions and post unscheduled vacancies as they occur.*

Annual Measure	FY00 ACT.	FY01 ACT.	FY02 EST.	FY03 PROJ.
# of board/comm appls processed	30	48	52	30
# of unscheduled vacancies posted	17	11	16	15

Objective: *Distribute, receive and review campaign statements of incumbents and candidates.*

Annual Measure	FY00 ACT.	FY01 ACT.	FY02 EST.	FY03 PROJ.
# of campaign statements reviewed	70	75	125	75

Objective: *Distribute, receive and review statements of economic interest for incoming, current and leaving elected officials, board and commission members, and City staff.*

Annual Measure	FY00 ACT.	FY01 ACT.	FY02 EST.	FY03 PROJ.
# of econ interest statements reviewed	279	280	300	300

GOAL: **Administer the November 2002 election in accordance with statutory requirements, providing accurate information to candidates and the public regarding election requirements and procedures.**

Objective: *Review election law revisions and requirements by attending workshops and conferences and reviewing the Ca. Elections Code, City Charter and Municipal Code.*

Objective: *Prepare and furnish candidates with a comprehensive calendar of election events and deadlines, necessary forms, and election regulations.*

Objective: *Schedule the required resolutions for Council adoption at the proper times.*

Objective: *Meet the Registrar's deadlines for review and submittal of various election items, such as candidate lists, candidate statements of qualification, and ballot proofs.*

Objective: *Provide voter registration and polling place identification assistance.*